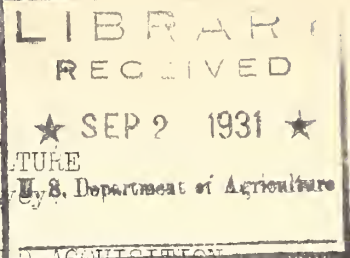


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Bi-1158
August, 1931



U. S. DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey

LIST OF FORMS USED BY DIVISION OF LAND ACQUISITION

This is a complete list of all forms used by the Division of Land Acquisition. The following abbreviations are used: Bi - Biological Survey; C.A. - U. S. Compensation Commission; C.S.C. - Civil Service Commission; D.A. - Department of Agriculture; E - examination appraisal parties; S - survey parties; S.F. - standard form; W - Washington office.

Alphabetical Index

Form No.	Description	Used By
Bi 1071	Acquisition Examination Report (individual cases)	EW
853	Acquisition Examination Report - Upper Mississippi	E
1018	Acquisition of Land Under Migratory Bird Conserv. Act (Policy and copy of Act)	ESW
	Administrative Regulations Re. Employment Under Letters of Authorities, Amendment to, Memo. No. 609 (1-1-31)	ESW
1036	Agreement for Lease, Migratory Bird Conserv. Act	W
946	Agreement for Lease, Upper Mississippi	W
1001	Agreement for Purchase, Bear River	W
1134	Agreement for Purchase, Cheyenne Bottoms	W
1023	Agreement for Purchase, Migratory Bird Refuges	W
835	Agreement for Purchase, Upper Mississippi	W

Form No.	Description	Used By
Bi 554	Allotment Sheets	W
1014	Alphabetical Index Card, Ownership	W
P.A. 13	Appeal from Classification Allocation	W
S.F.1038	Application for Advance of Funds (with bond)	ESW
1038a	Application for Advance of Funds (without bond)	ESW
Bi 377	Application for Employment	ESW
D.A. 17a	Application for Leave (field)	ES
D.A. 17	Application for Leave (office)	W
C.S.C375	Application for Temporary Appointment or Noncompetitive Examination	ESW
	Automobiles, Toll, Ferry, Storage & Towage Charges on Officially Used, Memo. No. 599 (9-3-30)	ESW
Bi 1126	Automobiles, Use of for Official Travel, Memo.	ES
Bi 1072	Bids, Procedure to be Followed in Soliciting, Memo.	ESW
S.F. 19	Bond of Indemnity -- Advances "Subsistence Expense Act of 1920"	ESW
Bi 192	Certificate of Property Lost, Stolen, etc.	ESW



Form No.	Description	Used By
S.F. 1061	Certificate in Lieu of Lost Bill of Lading	ES
C.A. 4	Claim for Compensation (Injury)	ESW
Bi 1076	Computation Sheet, 18" x 21"	S
1065	Condemnation Report	W
S.F. 36	Continuation Schedule for Standard Form 31 or 33	ES
1035	Continuation Sheet for S.F. 1034	ESW
1035a	(Memo. copy)	ESW
Bi 1079a	Cover for Duplicate Transit Notes	SW
	Directory of Field Activities of the Bureau of Biological Survey, Misc. Publication 49	ESW
Bi 1096	Direct Solar Observation (green, in pads of 50)	SW
S.F. 26	Driver's Report, Accident - Motor Transportation (Government owned)	ES
D.A. 72	Duplicating Requisition (multigraphing, etc.)	W
C.A. 1	Employees Notice of Injury & Original Claim for Compensation & Medical Treatment	ESW
Bi 1037	Examination Report on Migratory Bird Refuges	E
Bi 689	Field Diary (in books)	ES

Form No.	Description		Used By
Bi 107	Field Report - Distribution of Expenditures (card)		ESW
	Fiscal Regulations, Amendment to, Memo. No. 574 (8-2-27)		ESW
928	Forms 1012, 1034 and 1035, Use of, Memo.		ESW
1097	Freight & Express Shipments, Memo.		ES
929	Funds, Use of Personal Funds to Meet Govt. Obligations, Memo.		ES
Bi 985	Gasoline, Memo. Relative to Tax on Purchases for Govt. Use		ES
	Gasoline, Purchase of from Vendors who are not Payees of State Tax, P.B.A. Circular No. 119 (4-6-29)		ES
	Gasoline Tax Exemption in Various States, P.B.A. Circular No. 143 (2-4-30)		ES
S.F. 1058	Government Bill of Lading (white, original)		ES
1058a	" " " " (yellow, memo. copy)		ES
1059	Government Bill of Lading, shipping order (buff)		ES
1028	Government Requests for Transportation (in books of 10)		ES
1030	Government Requests for Transportation (original in ES green, bound in S.F. 1028)		
1031	Government Requests for Transportation (duplicate in ES white, bound in S.F. 1028)		

Form No.	Description	Used By
S.F. 45	Identification Card (must be used with S.F. 44)	ES
Bi 388	Index to Files of Biological Survey (booklet)	ESW
921	Informal Agreements	ES
1063	Information Sheet for Examination Party	EW
S.F. 27	Investigating Officer's Report - Accident - Motor Trans. - Govt. owned	ES
Bi 379	Invoice, Items Purchased in Field (in triplicate)	ES
	Laborers, Temporary, & Others not Under Appointment, Memo. Relative to Voucher Forms to be Used in Paying	ESW
D.A. 57	Laundry Ticket	W
Bi 1016	Lease Record Card	W
1021	Lease Summary Card	W
	Letter of Instructions - monthly survey report	S
	Letter of Instructions - transit notebook	S
	Letter of Transmittal - Transit Books	W
	Letter of Transmittal - Duplicate Transit Notes	S
358a	Letters of Authorization & Allotment & Expenditures Thereunder, Memo.	ES
	Library Card	W

Form No.	Description	Used By
Bi 1158	List of Forms Used by Div. of Land Acquisition	ESW
875	List of Semiexpendable Property	ESW
C.A. 76	Medical Facilities, U.S. Employees Compensation Commission (b oklet)	ESW
Bi 1137	Medical Facilities - Employees Compensation, Memo., Use Of	ESW
	Memorandum for the Chief (yellow)	W
1097	Memo. Freight & Express Shipments	ES
358a	Memo. Letters of Authorization & Allotment & Expenditures Thereunder	ES
1094	Memo. Motor Fuels Tax Exemption Procedure F.B.A. Circular No. 161 F.B.A. Circular No. 167 (amending No. 161)	ES
	Memo. No. 574 - Amendment of Fiscal Regulations (8-2-27)	ESW
	Memo. No. 609 - Amendment to Administrative Regulations re. Employment Under Letters of Authorities. (1-1-31)	ESW
	Memo. No. 599 - Toll, Ferry, Storage, & Towage Charges on Officially Used Automobiles (9-9-30)	ESW
1072	Memo. Procedure to be Followed in Soliciting Bids	ESW

Form No.	Description	Used By
Bi 463	Memo. Receipt Covering Temporary Transfer of Property (pads of 50)	ESW
1100	Memo. Relative to Purchases for Govt. Use of Motor Fuels Subject to State or Other Local Tax	ES
985	Memo. Relative to Tax on Purchases of Gasoline for Government Use	ES
	Memo. to Accompany P.B.A. Circular No. 143 (2-11-30)	ESW
	Memo. Relative to Voucher Forms to be Used in Paying Temporary Laborers & Others Not Under Appointment	ESW
Bi 1126	Memo. Use of Automobiles for Official Travel	ES
928	Memo. Use of Forms 1012, 1034, & 1035	ESW
1137	Memo. Use of Medical Facilities - Employees Compensation	ESW
929	Memo. Use of Personal Funds to Meet Government Obligations	ES
	Misc. Publication 49 - Directory of Field Activities of the Bureau of Biological Survey	ESW
Bi 1077	Monthly Appraisal Report	E
357	Monthly Certificate of Services of Field Employees	ES
439	Monthly Report of Field Expenditures	W
	Monthly Survey Report (8 x 10 $\frac{1}{2}$)	S

Form No.	Description	Used By
Bi 485	Motorboat, Report on Govt.-owned	ES
1100	Motor Fuels, Memo. Relative to Purchases for Govt. Use Subject to State or Other Local Tax	ES
1049	Motor Fuels Tax Exemption Procedure, Memo. P.B.A. Circular No. 121 P.B.A. Circular No. 167 Amending No. 161	ES
486	Motor Vehicles, Report on Operation of Govt.-owned	ES
1015	Numerical Index Card, Ownership	W
C.A. 2	Official Superior's Report of Injury	ESW
S.F. 1013d	Payroll for Personal Services (original, white)	ES
1013e	" " " " (memo. copy, yellow)	ES
	P.B.A. Circular No. 119 - Purchase of Gasoline from Vendors Who are not Payees of State Tax (4-6-29)	ES
	P.B.A. Circular No. 143 - Gasoline Tax Exemption in Various States (2-4-30)	ES
	P.B.A. Circular No. 143, Memo. to Accompany (2-11-30)	ESW
Bi 362	Personnel & Fiscal Memorandum (Buff Sheet)	W

Form No.	Description	Used By
Bi 834	Plat Form for Lands U.M.R.W.L.&F.R. (Tracing Cloth)	EW
1007	Preliminary Information Regarding Proposed Bird Reservations	ESW
1091	Property Card	W
463	Property, Memo. Receipt Covering Temporary Transfer (pads of 50)	ESW
181	Property Purchased - nonexpendable or semiexpendable	ESW
349	Property Return	ESW
183	Property Transferred	ESW
1009	Proposal, Sale of Land	ESW
S.F. 1012	Public Voucher for Reimbursement of Travel & Other Expenses including Per Diem (original, white)	ESW
1012a	(memo. copy, yellow)	ESW
1012b	(continuation sheet, white)	ESW
1012c	(memo. copy continuation sheet, yellow)	ESW
1012d	(subvoucher for meals, lodging, etc) (The use of this form is effective January 1, 1932)	ESW
Bi 1017	Purchase Record Card	W
1022	Purchase Summary Card	W
762	Quarterly Apportionments	W

Form No.	Description		Used By
S.F. 28	Re. Claims for Private Property Lost or Damaged through Negligence of Employees		ES
Bi 600	Regulations Governing Photographic Work		ESW
S.F. 1012	Reimbursement of Travel & Other Expenses Including Per Diem, Public Voucher for (original, white)		ESW
1012a	(memo. copy, yellow)		ESW
1012b	(continuation sheet, white)		ESW
1012c	(memo. copy continuation sheet, yellow)		ESW
1012d	(subvoucher for meals, lodging, etc.)		ESW
	(The use of this form is effective January 1, 1932)		
C.A. 3	Report of Death		ESW
Bi 485	Report on Government-owned Motorboat		ES
486	Report on Operation of Government-owned Motor Vehicles		ES
601	Report on Photographic Exposures		ESW
P.I. 92	Request for Printing & Binding		W
Bi 114	Request for Purchase Order		W
651	Requests for Transportation Requests & Bills of Lading (yellow)		ESW
M 30	Requisition for Prints of Maps		W
Bi 131	Requisition for Stores Supplies		W
200a	Requisition for Supplies (in pads of 25) (orig. green)		ESW
200b	(pink, invoice and receipt)		ESW
200c	(yellow, requisitioner's copy)		ESW

Form No.	Description	Used By
Bi 1081	Rod Notes (loose leaf form)	S
1049	Section Diagram Forms, Field Examination (loose leaf)	ES
S.F. 33	Short Form Contract (Supplies)	ES
	Standardized Govt. Travel Regulations (booklet)	ESW
D.A. 18	Statement of Script	ES
22	Statement of Travel by Motor Vehicle	ES
S.F.1039	Statement to Accompany Accounts under Advance of Funds (pink)	ESW
Bi 712	Sticker "Prepaid, Property of the United States"	ES
D.A. 4b	Subvoucher for Meals & Lodging and for Supplies, Livery, Misc. Services & Expenses (printed two sides, bound in books of 50) (This form to be in use until Dec. 31, 1931 after which it is to be replaced by S.F. 1012d)	ESW
S.F.1012d	Subvoucher for Meals, Lodging & Other Misc. Travel Expenses (in books of 25) (The use of this form is effective January 1, 1932)	ESW
Bi 1013	Supplemental Report on Migratory Bird Refuges (Food Habits Research)	W
	Tabulating Sheet (14" x 17")	ESW

Form No.	Description	Used By
	Tabulating Sheet (17" x 28")	ESW
Bi 1055	Tax Valuation Data (in pads of 50)	E
S.F. 14a	Telegram (in pads of 100)	E
1060	Temporary Receipt (to be used for receiving shipments when original govt. bill of lading is not at hand)	ES
Bi 1054	Township Diagram, Scale 1" equals 1 mile	ESW
1079	Transit Book, Field Use (in duplicate)	S
1079b	Transit Notebook Record	W
	Travel Regulations, Standardized Government (7-1-31)	ESW
Bi 1075	Traverse Sheet, 21" x 18"	S
C.A. 22	U. S. Employees Compensation Commission - Regulations (booklet)	ESW
S.F. 44	U. S. Govt. Motor Fuels Tax Exemption Certificate (in books of 20)	ES
1066	U. S. Govt. Motor Fuels Tax Exemption - Receipt (white and in books with S.F. 44)	ES
1034	Voucher for Purchases & Services Other Than Personal	ESW

Form No.	Description	Used By
S.F.1034a	Memo. copy of 1034 (yellow)	ESW
	Form for Address of Payee to Accompany	ESW
	Form 1034 (white)	
Bi 119	Weekly Itinerary (in pads of 50)	ES

Numerical Index

Following is a numerical index of forms listed in the preceding alphabetical index for convenience in ascertaining the title of a form to which reference is made by number. The letter after the number indicates the section of the alphabet where the form is described.

<u>Form No.</u>			<u>Form No.</u>			<u>Form No.</u>		
C.A.	1	E	Bi	388	I	S.F.	1028	G
	2	O		439	M		1030	G
	3	R		463	M		1031	G
	4	C		485	R		1034	V
D.A.	4b	S		486	R		1034a	V
	13	A		554	A		1035	C
S.F.	14a	T		600	R		1035a	C
D.A.	17	A		601	R	Bi	1035	T
	17a	A		651	R		1036	A
	18	S		689	F		1037	E
S.F.	19	E		712	S	S.F.	1038	A
D.A.	22	S		732	Q		1038a	A
C.A.	22	U		833	A		1039	S
S.F.	26	D		834	P	Bi	1049	S
	27	I		835	A		1054	T
	28	R		875	L	S.F.	1058	G
M.	30	R		879	I		1058a	G
S.F.	33	S		921	I		1059	G
	36	C		928	M		1060	T
	44	U		929	M		1061	C
	45	I		946	A	Bi	1063	I
D.A.	57	L		985	M		1065	C
	72	D		1001	A	S.F.	1066	U
C.A.	76	M		1007	P	Bi	1071	A
P.I.	92	R		1009	P		1072	M
Bi	107	F	S.F.	1012	P		1075	T
	114	R		1012a	P		1076	C
	119	W		1012b	P		1077	M
	131	R		1012c	P		1079	T
	131	P		1012d	S		1079a	C
	183	P	Bi	1013	S		1079b	T
	192	C	S.F.	1013d	F		1081	R
	200a	R		1013c	P		1091	P
	200b	R	Bi	1014	A		1094	M
	200c	R		1015	N		1096	D
	349	P		1016	L		1097	M
	357	M		1017	P		1100	M
	358a	M		1018	A		1126	M
	362	P		1021	L		1134	A
C.S.C.	375	A		1022	P		1137	M
Bi	377	A		1023	A		1158	L

